

MEMORANDUM FOR: Executive Director

THROUGH: Deputy Director _____ (or Head of Independent Office)
(Expenses over \$100.00)
Administrative Officer, DCI

SUBJECT: Request for Approval to Incur Expenses

1. Approval is requested to incur expenses allowed

2. I believe the expenditure of appropriated funds is authorized
 for the costs for (reception, meals, coffee, other _____
Lunch _____,) on 28 March 1986 _____ for
the purpose of discussing with Contel officials the internal
communication system to be used in the new Headquarter's building.

3. Designated Officials (Guests) present including their grade,
title, and organizational affiliation will be:
William P. Kamachaitis - Pres., Federal Systems Sector, Continental
Telecom
Edwin A. Cpy - V.P. Eastern Region Development, Continental Telecom
Thomas M. Hasse- V.P. Human Resources, Continental Telecom
Andrew Snow - V.P. Program Management, Continental Telecom
David Tubesing - Dir. of Programs, Continental Telecom
4. Designated Agency Official (Host) present including their grade,
title, and organizational affiliation will be:

SIS-3, Deputy Director, Office of Information
Technology

5. Other guests present including their grade, title, and
organizational affiliation will be:

Mr. William Donnelly, SIS-4, Director, Office of Information
Technology
Mr. Richard Kerr, SIS-5, Deputy Director for Administration

~~CONFIDENTIAL~~

6. I certify that the attendance of the individuals listed in paragraphs 4 and 5 is considered essential to the conduct of official Government business and further, that the function will facilitate the accomplishment of the DCI's duties and responsibilities.

7. The estimated cost of this function is \$26.21.

STAT



CONCURRENCE:

Deputy Director or Head of Independent Office
(expenses over \$100.00)

I certify the availability of funds in the amount indicated in paragraph 7.

Budget and Fiscal Officer, DCI

APPROVED:

Executive Director

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SECRET (When Filled In)

CLAIM FOR REIMBURSEMENT

NAME OF CLAIMANT (LAST FIRST MIDDLE INITIAL)

EXTENSION

INSTRUCTIONS: Indicate origin and destination and mileage for POV use except where covered by established rates.

DATE

DESCRIPTION AND PURPOSE OF EXPENDITURE

AMOUNT

3/28/86

Five lunches for following visitors:

\$26.21

1. William P. Kamachaitis - President, Federal Systems Sector,
Continental Telecom
2. Edwin A. Coy - Vice President, Eastern Region Develop-
ment, Continental Telecom
3. Thomas M. Hasse - Vice President, Human Resources,
Continental Telecom
4. Andrew Snow - Vice President, Program Management,
Continental Telecom
5. David Tubesing - Director of Programs, Continental
Telecom

Purpose: a working lunch with Contel officials.
(see attached)

(CONTINUE ON REVERSE IF NECESSARY)

TOTAL

26.21

PAYMENT INSTRUCTIONS

I CERTIFY FUNDS ARE AVAILABLE

DATE

AUTHORIZED SIGNATURE

CERTIFICATION

I certify that the disbursements itemized above were necessarily made
by me and that I have not been nor will I be reimbursed therefor from any
other source and

DATE

SIGNATURE

4/22/86

AUTHENTICATION

DATE

SIGNATURE OF APPROVING OFFICER

CERTIFICATE FOR PAYMENT OR CREDIT

DATE

SIGNATURE OF CERTIFYING OFFICER

DESIGNATION OF AGENT TO PICK UP FUNDS

I authorize my agent, whose signature appears below, to receive
\$ _____ of official funds on my behalf and acknowledge
receipt of such funds and my responsibility therefor, when paid to
my agent.

DATE

SIGNATURE OF AGENT

DATE

4/22/86

ACKNOWLEDGEMENT OF RECEIPT

AMOUNT

CHECK NO.

DATE

SIGNATURE

TRANS
CODE

CUBING AREA

MONETARY
CONTROL

AMOUNT

DATE

PREPARED BY

EXT

DATE

REVIEWED BY

TOTAL

RECEIPT

REMITTER'S COPY

RECEIVED FROM

579095

TYPE OF CURRENCY

AMOUNT IN FIGURES

63.71

DATE

30 April 1986

AMOUNT IN WORDS

Sixty three 71/100

PURPOSE

OK # 178

Signature of Custodian

DATE:	UNIT DESCRIPTION	AMOUNT:	SURCHARGE:
	PREVIOUS BALANCE =	8.50	
86/03/10	1 MISCELLANEOUS	14.25	
86/03/13	1 REGULAR LUNCH	3.95	.40
	1 SOUP OF THE DAY	.75	.08
	1 OMELETS OF THE WEEK	2.75	.28
	1 DESSERTS	.95	.10
	1 BEVERAGES	.50	.05
86/03/28	1 REGULAR LUNCH	3.95	.40
	1 REGULAR LUNCH	3.95	.40
	1 REGULAR LUNCH	3.95	.40
	1 REGULAR LUNCH	3.95	.40
	1 LIGHT LUNCH	2.25	.23
	1 EGGS BENEDICT	2.25	.23
	1 SOUP OF THE DAY	.75	.08
	1 SOUP OF THE DAY	.75	.08
	1 CRABCAKE	2.00	.20
	1 DESSERTS	.95	.10
	1 DESSERTS	.95	.10
	1 DESSERTS	.95	.10
	1 BEVERAGES	.50	.05
	1 BEVERAGES	.50	.05
	1 BEVERAGES	.50	.05
86/03/31	FINANCE CHARGE ON 8.50	.13	
	TOTAL SURCHARGES:	3.78	

ILLEGIB

EXECUTIVE DINING ROOM
ROOM 6E2917 HQS

STAT

ACCOUNT NUMBER:	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>
STATEMENT NUMBER:	3-147
DATE:	86/03/31

PAGE 2

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DATE:	UNIT DESCRIPTION	AMOUNT:	SURCHARGE:
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 NOTE: CHECKS ARE PROCESSED
 THROUGH A KNOWN AGENCY ACCOUNT
 AT A LOCAL BANK. MEMBERS WHO
 DO NOT WISH THEIR NAMES
 ASSOCIATED WITH THE AGENCY
 SHOULD PAY BY CASH.

BALANCE NOT PAID BY END OF MONTH SUBJECT TO FINANCE
 CHARGE. --- MONTHLY RATE: 1.5%, ANNUAL RATE: 18%

ACCOUNT STATUS:

55.21	8.50	0.00	0.00
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CURRENT	30 DAY	60 DAY	90 DAY
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NEW BALANCE = \$ 63.71
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